



## Food Stamps Benefits Applications

### Submitting a Common Intake Food Stamps Application with a MassHealth application:

Applying for Food Stamps Benefits using the Virtual Gateway is quick, simple and beneficial to the applicant. As a MassHealth provider, you are only providing preliminary information to the Department of Transitional Assistance (DTA) for your client, and most of this information is already collected by you for the MassHealth application. Choosing to apply for Food Stamps Benefits at the same time is straightforward and should only take an additional 2 or 3 minutes.

Step	Process
1	Select <input checked="" type="checkbox"/> <a href="#">Food Stamps Benefits</a> from the <i>Common Intake Welcome to the Online Application for Services</i> page.
2	Complete the online application as usual.
3	Respond to a few additional questions about the household—only two of them are required fields.
4	When you click Submit, the Food Stamps Benefits application will automatically be submitted to DTA.

#### Note:

- You are **not** responsible for collecting verifications or for any follow up.
- DTA will contact the applicant to review and process the application. Any information you enter will be cross-checked by the (DTA) with the applicant.
- Additional information about the household can be provided by the applicant to DTA at that time.

The type of additional questions you may be asked include:

Question Type	Description
Housing Type	Public, Private, Transitional, Shelter, etc.
Expedited Food Stamps Information	Three yes/no questions concerning household income
Personal Information	General questions regarding age, education, residency, meals, and special situations (e.g., special needs, hearing impairment)
Expense Information	If there are household expenses, you will be asked to select the type of expense (e.g., utilities, insurance, household)
Asset Information	In rare cases where there are no children in the household or a household member is pregnant or disabled, you will be asked for information about assets.



Watch a brief overview covering **Food Stamps and Other Programs on the Virtual Gateway**. It's right on the Web! Just go to:

<http://www.brainshark.com/masshhs/FoodStamps>



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## **Food Stamps Overview**

### **What is it?**

Money for the purchase of food in the form of an EBT card

### **Who is eligible?**

- Low-income residents of MA

### **Other eligibility issues:**

- Income and asset requirements
- Citizenship requirements are complex; some non-citizens are eligible
- Social security number is required
- Some applicants may be subject to a work or education/training requirement

### **Process:**

- Once the Common Application is submitted, the local DTA office will send out a letter and attempt to contact the applicant by phone to schedule an appointment.
- In most cases, appointment can be over the phone. During appointment, the caseworker and applicant will review the application and requirements in detail.
- Beacon (DTA's system) will generate letters and a list of verifications necessary, which will be mailed to the applicant.
- When DTA receives the signed papers and copies of verifications, this information is entered into Beacon, which verifies the social security number, makes a determination of eligibility and amount within a few days.
- An EBT and pin will be mailed separately to the recipient. This should occur within 30 days of application submission.

### **Food Stamps Work and Education/Training programs:**

- Food stamp recipients who have no minor dependents or disabilities may need to participate in a work/training program or perform community service in order to receive benefits.
- If required to work, recipients must work 33 months within a 36 month period.

### **Expedited Food Stamps** is a program that will deliver benefits within 7 days

- Eligibility
  - If the household income and money in the bank is less than rent + utilities
  - If the household income is less than \$150 and money in the bank is less than \$100
  - If anyone in the household is a migrant worker with money in the bank less than \$100
- Process
  - If applicant meets any of the above criteria, the application will be flagged.
  - DTA will phone immediately
  - Applicant must come into DTA to review the application, sign forms, verify identification.
  - Application will be submitted to Beacon immediately; Beacon will expedite determination and mail out EBT.